

TOWN OF CONCORD

Requirements for Enrolling Dependents in Family Health Insurance

As you enroll dependents for health insurance coverage through the Town of Concord, please note that the Minuteman Nashoba Health Group (the joint-purchase group through which the Town purchases its health insurance), requires that we obtain documents to verify the eligibility of each dependent you enroll. **The following is a list of the documentation that must be submitted with the enrollment application:**

Relationship	Documentation (Photocopies Only, Not Originals)
Spouse	Town or city issued marriage certificate, <u>and</u> Page 1 of your latest filed U.S. Individual Federal Tax Return (1040 or 1040A) or your latest Massachusetts State Tax Form (Form 1). <i>You may black-out Social Security numbers and income on the tax form. Please note that Church and Justice of the Peace certificates are NOT accepted.</i>
Divorced or Separated Spouse	Health insurance provision language from divorce/separation agreement and either the first page listing names of both parties or the signature page.
Child (up to Age 26)	Town or city issued birth certificate (long form listing parents' names), Court Order documenting guardianship, or adoption papers. <i>Please note that hospital records are NOT accepted.</i>

Important Deadlines:

If you do not already have these documents in your possession, you need to begin the process of doing so immediately, as you may experience delays that could jeopardize your ability to obtain coverage for your dependents. In order to obtain insurance coverage, you must submit enrollment forms to Human Resources with the required documentation within 30 days of an insurance eligibility date (i.e., your date of hire or the date you have a qualifying event). During the annual health insurance open enrollment deadline, documents must be submitted by the deadline specified in the open enrollment materials.

Where to Obtain Documents:

Documents such as marriage or birth certificates may be obtained from the Clerk's Office in the City/Town where you resided at the time of the event or, if the event occurred in Massachusetts from 1921 to present, from The Registry of Vital Records and Statistics (617-740-2600). The Registry can also provide documentation of divorce agreements made in Massachusetts from 1952 to present.

For questions, please contact the Human Resources Department at 978-318-3025.